



SAFETY PROGRAM

DRIVER SAFETY

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PURPOSE

Many employees of the South Carolina Budget and Control Board (BCB or the Board) are required by their job to operate a state owned or leased vehicle. The objective of our driver safety program is to improve driver performance and prevent accidents that could involve personal injury or property damage to state vehicles. This policy establishes procedures for the Board to implement the State Fleet Safety Program (http://www.gs.sc.gov/webfiles/SFMO/Publications/Revised_State_Fleet_Safety_Program.pdf) as required by the SC Motor Vehicle Management Act.

POLICY

Any employee designated as a routine driver must attend driver education within 90 days of hire or assignment as a state vehicle operator.

Any employee that receives a driving violation or is involved in a vehicle accident while operating a state vehicle or whose SC driver license is suspended must immediately report such to their supervisor.

A routine driver within the Board is any person designated by their supervisor in writing as required to operate a state owned or leased vehicle in the performance of their assigned duties for his/her position. Every job description requiring the operation of a state vehicle to perform duties must state that person is a routine driver to include special operator requirements such as a commercial driver license or driving a 15-passenger or ADA (American with Disabilities Act) van. Any person may be designated as a routine driver, i.e., a full-time, part-time, temporary or contracted employee, consultant or volunteer. Frequency and miles driven are considerations in determining the person as a routine driver. A supervisor may also require any Board employee that drives his/her personal vehicle to accomplish official Board-related duties to attend driver training.

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TRAINING

1. Any Board employee designated as a routine driver of a state vehicle must initially attend an eight (8)-hour driver training class, and four (4)-hour refresher training every three years thereafter.
2. Driver training for Board employees normally will be provided by:
 - A. The State Fleet Management (SFM) Office which uses the National Safety Council defensive driver curriculum.
 - B. The Insurance Reserve Fund (IRF) which uses the AAA driver improvement program curriculum.
 - C. BCB Safety, sponsored by IRF, which also uses the AAA driver improvement program curriculum.
3. BCB Safety will coordinate driver training requirements with each division's Training Liaison. Employee training records are maintained in *the Learning Board*, an on-line Learning Management System, which employees and their supervisors may access to manage their training. Driver training class availability will be posted on the SFM website and in *the Learning Board*. BCB Safety will coordinate and register Board employees for the appropriate required driver training class.
4. If the employee's job requires a commercial driver license (CDL), the employee is responsible to obtain and maintain the CDL. Renewal is every 5 years. Federal regulations require CDL operators to submit to random annual drug testing which is coordinated by Board Human Resources.
5. If the employee's job requires him/her to drive a 15-passenger or ADA van as part of their job duties, the employee is required to attend the SFM Van Driver Improvement Course in addition to other required driver education.
6. Remedial training, the 8-Hour driver training class, may be required for:
 - A. Voluntary point reduction to remove up to four violation points from the employee's SC motor vehicle driving record. This will be at the employee's expense, will be explained by and submitted through the instructor to the Department of Public Safety.
 - B. Mandated by the BCB Vehicle Accident Review Board.
7. Failure to accomplish required driver training by the scheduled class or expiration date will result in suspension of the employee's state vehicle driving privilege until the driver education requirement is met. Extensions of 90 days may be granted for extenuating circumstances.



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ACCIDENT REPORTING

Whenever a state owned or leased vehicle is involved in an accident, the operator (or passenger) is to notify the supervisor and BCB Safety immediately by telephone; BCB Safety may be able to immediately respond for accident investigation and documentation. Call 9-1-1 and ask for police assistance and, if there are injuries, call for an ambulance.

A written accident report

(http://www.gs.sc.gov/webfiles/gS_0/policy/Vehicle_Accident_Reporting_Form-Aug09.pdf) should be submitted to BCB Safety within 24 hours (next business day) along with damage estimates. A copy of the Vehicle Operator's Handbook (<http://www.gs.sc.gov/webfiles/SFMO/Publications/VehicleHbk2008.pdf>), which should be kept in your vehicle, also has an accident form in Appendix D. Additionally, the responding police officer will provide each of the parties involved in the accident with an accident report which also is to be submitted to BCB Safety.

Supervisors are to report and submit copies of all state vehicle accident reports to the state's insurance company.

Additionally, division Fleet Safety Coordinators are to submit the Quarterly Agency State Vehicle Accident Summary Report (with number of vehicles and mileage) to BCB Safety (see: http://www.gs.sc.gov/webfiles/gS_0/policy/Ortly_Veh_Accident_Summary_Report-Oct2010.pdf).

ACCIDENT REVIEW

BCB Safety will review individual vehicle accident reports as they occur and determine whether to conduct an incident review with the employee and/or if specific remedial driver education is appropriate.

All vehicle accidents involving state vehicles will be reviewed by the BCB Vehicle Accident Review Board (VARB). The BCB VARB is chaired by the SFM Fleet Safety Officer and meets at the State Fleet Management's office at 1026 Sumter Street, Columbia SC. Membership is described in the State Fleet Safety Program and includes BCB Safety. This group meets quarterly or as required based on the number of accidents.

In preparing for a BCB VARB:

- A. Accident reports since the last BCB VARB are submitted by BCB Safety to the SFM Fleet Safety Officer.
- B. Employee SC driver records are reviewed to detect prior accidents or violations.

The BCB VARB examines details of each incident then determines if the state vehicle operator was at fault such as a citation for a moving violation, whether there were losses because of negligent or unlawful operation of the state vehicle, or whether the employee



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driving failed to exercise every reasonable precaution to prevent the accident. The BCB VARB may recommend that the at-fault employee attend remedial driver education, be held liable for up to \$200 of the resulting damage, and/or should be suspended from operating state vehicles. These and other appropriate driver corrective actions are listed in Appendix B of the State Fleet Safety Program and are provided as guidance for the division director to decide appropriate disciplinary action.

Appeals of decisions made by the BCB VARB can be made to the BCB VARB, division director or to the BCB Chief of Staff.

Special Interest – Use of Electronic and Communications Devices While Driving

The use of (hand held or hands free) electronic or communications devices have proven a dangerous distraction while driving. Any activity, especially phone calls and texting, that causes a driver to take his or her eyes off the road, hands off the wheel, and/or mind off the primary task of driving, is dangerous. Driving requires your full attention.

Policy: Any Board employee who is driving a state vehicle may not use a hand held electronic device (such as a cell phone, personal digital assistant (PDA), MP3 player or other electronic communication device). If a call must be made or received while driving, the driver must pull over to a safe place and put the vehicle in “park.” Additionally, drivers should pull over to a safe place and put the vehicle in “park” to make adjustments to a global positioning system (GPS) device or other navigational devices. Drivers are prohibited from texting, dialing outgoing calls or writing e-mail messages while driving a state vehicle.

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Routine Driver Agreement



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Routine Driver Agreement

Each office is responsible for ensuring that all routine drivers who operate any state motor vehicles have signed the SC Budget and Control Board Routine Driver Agreement. Please return the signed agreement to Board HR, 1201 Main St., Suite 710 (HR will notify Board Safety).

As a driver of a Board (owned or leased) vehicle, I agree to adhere to the terms and conditions set forth below. I also agree to abide by all policies as stated in the Vehicle Operator's Handbook located on the State Fleet Management website <http://www.gs.sc.gov/webfiles/SFMO/Publications/VehicleHbk2008.pdf>. I understand that failure to comply with these terms and conditions may result in the loss of my state motor vehicle driving privileges as well as potential for the Board administering counseling, remedial training and/or disciplinary action up to and including assessment up to \$200 for at-fault property damage and/or termination.

1. As required by my job description and scheduled, I will attend appropriate driver education within 90 days of hire or assignment and every three years thereafter.
2. I will not operate a state motor vehicle without possession of a valid driver's license appropriate to the type of vehicle being operated. If my job requires a commercial driver license, I will obtain and maintain the license and agree to random annual drug testing.
3. I will report to Board HR anytime my driver's license has more than 8 points or is suspended.
4. I will not use a handheld electronic communications device while operating a state vehicle.
5. I will abide by the State Vehicle Maintenance Program. This includes an Operator's Preventive Maintenance Checklist, which is included in Appendix B of the handbook.
6. I will identify and report all state motor vehicle damages and/or accidents within 24 hours to my supervisor and Board Safety.
7. I will obey all traffic rules and regulations while operating a state motor vehicle. All fees incurred due to parking and traffic violations are my sole responsibility and should be settled immediately.
8. I will ensure that all occupants of state motor vehicles wear properly adjusted and fastened seat belts at all times.
9. I will not smoke, or allow any authorized passengers to smoke in any state motor vehicle at any time.
10. I will not operate any state motor vehicle while using or under the influence of alcohol or illegal drugs, or prescription drugs which warn against driving or operating heavy equipment.
11. Upon termination of the state motor vehicle assignment, I will return all keys, SC Universal Credit Card and all equipment that was provided or installed in the vehicle.
12. I will use the state motor vehicle for official business purposes only.
13. I will conduct myself in a professional and safe manner at all times while operating a state vehicle.

Driver's Name – Print or Type

Driver's Signature

Driver's License Number/State

Date

CC: Board HR
Board Safety

October 15, 2010